

Steps to Obtain Your Plumbing Contractor/Journeyman License

STEP 1: Office of Apprenticeship (OA)

- Your sponsor needs to make sure you are registered with the OA. If you are not registered, you will have to wait at least 6 months and may be required to work an additional 1000 hours before receiving the Certificate of Completion. To confirm registration your sponsor can log on to their Rapids account. If your sponsor has trouble accessing their Rapids account, they will need to contact **Alicia Razor** at **574-402-4390**.
- **The sponsor must certify the completion to the OA and request a Certificate of Completion of Apprenticeship for the completing apprentice(s).** Such requests are completed electronically (*Rapids*).

STEP 2: Plumbing Licensing Agency (PLA)

- Applications are submitted online. Go to MyLicense.IN.gov and you will either need to create or login to your Access Indiana, single sign-on account. You will complete the online application and submit payment with a credit or debit card. You will be contacted by a customer service representative with details of what additional documentation is required to complete your application. Applications are processed in the order received.
- Application for Plumbing License
Journeyman license application fee: \$30.00
Contractor license application fee: \$50.00
 - **Section 1 - Applicant Information:** to be completed by the applicant.
 - **States of Licensure:** list all states in which you hold or have held a plumbing related professional or trade license, registration, or permit. **This includes your apprentice license.**
 - **Questions:** If you answer **YES** to any of the questions **YOU MUST** explain fully in a statement, including **ALL** related details. Include the violation, location, date, cause number, and disposition. Submit copies of court documents for each instance to support the statement. Please upload at the time of application or log back into your account and use the “License Update” option.
 - **Section 2:** Completed by FWAPHCC (included with final paperwork). Upload at the time of application or log back into your account and use the “License Update” option
 - **Section 3:** SKIP
 - **Section 4:** SKIP
 - **Affirmation:** Sign and date



- **Certificate For Completion for Plumbing Apprenticeship:** Completed by FWAPHCC (included with final paperwork). Upload at the time of application or log back into your account and use the “License Update” option.

Examination Information

Candidates must have their application for examination reviewed and approved for eligibility by the Plumbing Commission **BEFORE** the candidate may register for the examination. Once your application is approved, you may register for the examination on the Prov webpage:

www.provexam.com. If you have any questions regarding the status of your application, please contact the PLA's office at 317-234-8800.

CONGRATULATIONS AND BEST OF LUCK TO YOU!!!